



Locate an Invoice

To locate an invoice:

1. Select the **Billing** module.
2. Select **Invoice Search** from the navigation bar.

The **Invoice Search** page appears.

3. Enter search criteria.

4. Click **Search**.

The search results appear below.

Search Results						
Activity Name	Date From	Date To	Vendor Customer Code	Payment Reference Number	Contract Number	Status
Family Support	01/01/2007	01/31/2007	ABC999		DMRCLNTENROLL	Draft
Display 1 to 1 of 1						

5. Click an [Activity Name](#) link.

The **Invoice Summary** page appears.



Cost Reimbursement SDR

Job Aid

Create a CR SDR

To create a CR SDR:

1. Select **Service Delivery Report** from the navigation bar.

*The **Cost Reimbursement SDR** page appears.*

Current Location: Billing: Invoice Search > Invoice Summary > Cost Reimbursement SDR

Invoice	Invoice #4397
» Summary	Cost Reimbursement Service Delivery Report
» Personnel Summary	
» Invoice Assessment	
» Invoice Notes	
» Service Delivery Report	

Contract Identifier/Number:	DMRCLNTENROLL	Contract Type:	COST
Billing Period:	01/01/2007 - 01/31/2007		

No SDRs available for this invoice

Add New Cost Reimbursement SDR

2. Click **Add New Cost Reimbursement SDR**.

*The **Cost Reimbursement SDR Add** page appears.*

Current Location: Billing: Invoice Search > Invoice Summary > Cost Reimbursement SDR > Cost Reimbursement SDR Add

Invoice	Invoice #4121
» Summary	Service Delivery Report
» Personnel Summary	
» Invoice Assessment	
» Invoice Notes	
» Service Delivery Report	

Contract Identifier/Number:	DMRCLNTENROLL - 2007 - CT	Contract Type:	COST
Billing Period:	07/01/2006 - 07/31/2006		

Activity Code:

Select Activity

3. Select an activity; click **Select Activity**.

*The **Cost Reimbursement SDR** page appears with the **CRSDR** in **Draft** status.*

Current Location: Billing: Invoice Search > Invoice Summary > Cost Reimbursement SDR

Invoice	Invoice #4149
» Summary	Cost Reimbursement Service Delivery Report
» Personnel Summary	
» Invoice Assessment	
» Invoice Notes	
» Service Delivery Report	

Contract Identifier/Number:	DMRCLNTENROLL - 2007 - CT	Contract Type:	COST
Billing Period:	01/01/2007 - 01/31/2007		

Activity Code	Total Units	Status
3176 - Family Support	0	Draft

4. Click an [Activity Code](#) link.

*The **Cost Reimbursement SDR Summary** page appears.*

Current Location: Billing: Invoice Search > Invoice Summary > Cost Reimbursement SDR > Cost Reimbursement SDR Summary

Service Delivery Report	Invoice #4149
» Service Delivery Summary	Cost Reimbursement Service Delivery Summary
» Service Delivery Header	
» Service Delivery Pattern	
» Notes	

Contract Identifier Number:	DMRCLNTENROLL	Contract Type:	COST
Billing Period:	01/01/2007 - 01/31/2007		

*Sort By:

MeganTwo	Client Id:283519	Enrollment Id:BR00000027	Budget Number:	Total Days:	Total Units:	Status:	Activity/Sub-Activity:
1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	

NeharTwo	Client Id:283519	Enrollment Id:BR00000019	Budget Number:	Total Days: 0	Total Units: 0	Status:	Activity/Sub-Activity:
1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	

Grand Total Units:

Return To Draft Report Service

Display 1 to 2 of 2



Cost Reimbursement SDR

Job Aid

Record Service Information

To record service information:

1. Access the *Cost Reimbursement SDR Summary* page.

Current Location: Billing: Invoice Search > Invoice Summary > Cost Reimbursement SDR > Cost Reimbursement SDR Summary

Service Delivery Report

Invoice #4149

Cost Reimbursement Service Delivery Summary

Contract Identifier Number: DMRLNTENROLL Contract Type: COST

Billing Period: 01/01/2007 - 01/31/2007

*Sort By: Client Name Sort

MeganTwo	Client Id:283519	Enrollment Id:BR00000027	Budget Number:	Total Days:	Total Units:	Status: Draft	Activity/Sub-Activity: 3176 - Family Support																							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

2. Click a [client id](#) link.

The *Record Service Delivery* page appears.

Current Location: Billing: Invoice Search > Invoice Summary > Cost Reimbursement SDR > Service Delivery Summary > Record Service Delivery

Service Delivery Report

Invoice #

Contract #DMRLNTENROLL - 2007 - CT

Contract Identifier/Number: DMRLNTENROLL Contract Type: UNIT

Record Service Delivery for Client #283519 : MeganTwo - Enrollment Id # BR0000002778

Service Period: January 2007 Location: AAA Provider Organization

Submission Date: Status: Draft

Authorization Number: Accounting Line Number:

Enrollment From: 12/01/2006 Enrollment To: 05/29/2007

Total Service Days: 1 Total Units: 1

Offset Amount: 0 Offset Reason: Select Below

Offset Start Date: Offset End Date:

Total Invoiced Dollar Amount: Service Item Status: Draft

Agency Area Office: DMR-North Shore Office

Comments:

Service Delivery Report Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 1 X	2 1 X	3 1 X	4 -	5 -	6 -
7 -	8 -	9 -	10 -	11 -	12 -	13 -
14 -	15 -	16 -	17 -	18 -	19 -	20 -
21 -	22 -	23 -	24 -	25 -	26 -	27 -
28 -	29 -	30 -	31 -			

Copy Characteristics Save Draft

3. Enter number of service units and attendance codes on calendar.

Note: Attendance codes are a required part of recording services and may differ from program to program. If client is sick or absent, enter a zero along with the status attendance code. A key to the available codes is found at the bottom of the **Record Service Delivery** page.

4. Click **Save Draft**.

The *Cost Reimbursement SDR Summary* page appears with the recorded time and attendance information saved.

MeganTwo	Client Id:283519	Enrollment Id:BR00000027	Budget Number:	Total Days:	Total Units:	Status: Draft	Activity/Sub-Activity: 3176 - Family Support																							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
X1	X1	X1																												



Cost Reimbursement SDR

Job Aid

Reporting Services

To report services:

1. Access the **Cost Reimbursement SDR Summary** page.

Current Location: Billing: [Invoice Search](#) > [Invoice Summary](#) > [Cost Reimbursement SDR](#) > [Cost Reimbursement SDR Summary](#)

Service Delivery Report Invoice #4149

» Service Delivery Summary
» Service Delivery Header
» Service Delivery Pattern
» Notes

Cost Reimbursement Service Delivery Summary

Contract Identifier Number: DMRLNTEHROLL Contract Type: COST

Billing Period: 01/01/2007 - 01/31/2007

* Sort By: Sort

	Client Id: 283519	Enrollment Id: BR00000027	Budget Number:	Total Days:	Total Units:	Status: Draft	Activity/Sub-Activity: 3176 - Family Support																							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
X1	X1	X1																												

	Client Id: 283519	Enrollment Id: BR00000019	Budget Number:	Total Days: 0	Total Units: 0	Status: Draft	Activity/Sub-Activity: 3176 - Family Support																							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

[Return To Draft](#) [Report Service](#)

2. Click [Report Service](#).

The **Cost Reimbursement SDR** page appears with the status of the SDR as **Reported**.

Current Location: Billing: [Invoice Search](#) > [Invoice Summary](#) > [Cost Reimbursement SDR](#)

Invoice Invoice #4149

» Summary
» Personnel Summary
» Invoice Assessment
» Invoice Notes
» Service Delivery Report

Cost Reimbursement Service Delivery Report

Contract Identifier/Number: DMRLNTEHROLL - 2007 - CT Contract Type: COST

Billing Period: 01/01/2007 - 01/31/2007

Activity Code	Total Units	Status
3176 - Family Support	3	Reported